

## **SECTION 17. ADMINISTRATION\***

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\*Cross references: Administration, ch. 2.

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### **17.1. Administrative official.**

The provisions of this ordinance shall be administered and enforced by the City of Missouri City Director of Planning.

The director of planning or any deputy or inspector working under his direction may cause any building, structure, place, or premise to be inspected and examined, and order in writing the remedy of any condition found to exist in violation of any provision of this ordinance.

Whenever any construction work is being done contrary to the provisions of this ordinance, the director of planning may order the work stopped by notice in writing served on the owner or contractor doing or causing such work to be done, and such person notified shall forthwith stop such work until authorized to proceed by the director of planning.

### **17.2. Building permits required.**

No building or other structure shall be erected, moved, added to, or structurally altered without a permit therefore, approved by the director of planning. No building permit shall be issued by the director of planning except in conformity with the provisions of this ordinance, unless he receives a written order from the board of adjustment in the form of an administrative review, special exception, or variance as provided by this ordinance.

All applications for building permits shall be accompanied by the required number of plans as may be determined by the director of planning or his designee. The plans shall be drawn to scale, showing the actual dimensions and shape of the lot to be built upon, the exact sizes and locations on the lot of the buildings already existing, if any, and the location and dimensions of the proposed building or structure or alteration thereof. The application shall include such other information as lawfully may be required by the director of planning, including, but not limited to, existing or proposed building, alteration, existing or proposed uses of the building and land, conditions existing on the lot, and such other matters as may be necessary to determine conformance with and provide for the enforcement of this ordinance.

One copy of the plans shall be returned to the applicant by the director of planning, after he shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. The remaining copies, similarly marked, shall be retained by the director of planning.

(Ord. No. 0-06-19, § 3 adopted 4/17/06)

### **17.3. Expiration of building permit.**

A building permit shall expire two years from its date of issuance provided no progress has been made towards completion of the project. Further work as described in the expired permit shall not proceed unless and until a new building permit has been obtained. The director of planning may, at his option, extend the expiration date of said permit.

(Ord. No. O-00-16, § 7, 4-3-2000) (Ord. No. 0-06-20, § 5 adopted 4/17/06)

### **17.4. Certificate of zoning compliance for new, altered, or nonconforming uses.**

It shall be unlawful to use or occupy or permit the use of or occupancy of any building or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a certificate of zoning compliance shall have been issued therefore by the director of planning stating that the proposed use of the building or land conforms to the requirements of this ordinance.

No nonconforming structure or use shall be maintained, renewed, changed, or extended until a certificate of zoning compliance shall have been issued by the director of planning. The certificate of zoning compliance shall state specifically wherein the nonconforming use differs from the provisions of this ordinance, provided that upon adopting or amendment of this ordinance, owners or occupants of nonconforming uses or structures shall have three months in which to apply for certificates of zoning compliance.

### **17.5. Construction and use to be as provided in applications, plans, permits, and certificates of zoning compliance.**

Building permits or certificates of zoning compliance issued on the basis of plans and applications approved by the director of planning authorize only the use, arrangement, and the construction set forth in such approved plans and applications, and no other use, arrangement, or construction.